

Department of Children and Families

JOB OPPORTUNITY

Executive Secretary

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Albert J. Solnit Children's Center - South Campus

**Job Posting No:** VB107891S

**Hours:** Monday - Friday 8:30 am - 5:00 pm; with the ability to be flexible if needed

**Salary:** \$54,608.00 - \$74,650.00 annually

**Closing Date:** 04/08/2014

**Example of Duties:** Responsibilities will be split between the Middletown Campus (3-4 days) and the East Windsor Campus (1-2 days); flexibility for this travel is required. Please note this is an appointed position and the selected candidate will serve at the pleasure of the current Superintendent. The Executive Secretary will act as the personal and confidential secretary to the facility Superintendent. Responsibilities include, but are not limited to: Administrative duties that include contact with the public and other state executives; coordination of the Superintendent's schedule; plans, organizes and coordinates of office functioning; takes and transcribes confidential correspondence; types correspondence, notes, minutes, prepares reports and letters; acts as a receptionist; performs special assignments; screens correspondence; may supervise clerical staff; and other related duties. The incumbent must have experience in computer use and computer programs, a high level of interpersonal skills, have considerable knowledge in office administration and management, an ability to work independently on administrative tasks and make decisions within the facility's framework and an ability to take accurate and complex dictation.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Qualified applicants must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered.

**Albert J. Solnit Children's Center - South Campus**  
**Attn: Jasmyn Raymond - Human Resources**  
**915 River Road**  
**Middletown, CT 06457**  
**Fax: 860-707-1962**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.